

Job Summary – Permanent Position: Accountant

POSITION IDENTIFICATION

Company:	Novo Engineers (formerly “Novotron”)
Duration:	Permanent
Start Date:	Negotiable
Headquarter Location:	New Delhi, India
Work Location:	Pitampura, New Delhi (near Netaji Subhash Palace)
Position Type:	Full time
Company Sector:	Manufacturing – Electronics, Sheetmetal & Metal Parts, Powder Coating
Total Positions Available:	1

POSITION SUMMARY

The position with Novo Engineers, will help shape the way company provide solutions clients. The candidate will assist the company with accounts of various suppliers, customers, and service providers.

BASIC DESCRIPTION OF DUTIES

- Assist the company with accounts of suppliers, customers, and service providers
- Assist with payroll of employees
- Prepare and organise documents of facilities and other company locations
- Assist with preparation of tax documents
- Assist with sourcing
- Other duties as assigned

WORKING RELATIONSHIPS

This position reports directly to the CEO and upper management and plays an essential part in the manufacturing process.

QUALIFICATIONS

Education and Experience

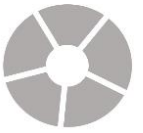
- Recent college/university/ITI graduate or diploma holder
- 4+ months of working experience is an asset

Knowledge, Skills, and Abilities

- Able to work independently and in a team environment.
- Able to take initiative, learn quickly, and exercise sound judgement to solve problems.
- Excellent problem solving and detailed oriented skills.
- Excellent written and oral communication skills.
- Enthusiastic, organized, and responsible.
- Excellent time management skills.
- Understand their role in the ‘Bigger Picture’ and pursues the vision of creating Novo Engineers a community through compassion and hard work.

WAGE

The starting salary will be in the range of 15,000 to 25,000 rupees depending on level of experience and skillset. The position is permanent; however, the candidate will be placed in probation for first six months and is subject to termination of employment in case of low performance. After probation period, the restrictions will be lifted and the candidate may renegotiate salary.



APPLICATION SUBMISSION

Applications will only be considered with a Resume (cover letter is optional). Please send your completed application addressed to:

Shiv Mittal, CEO

info@novoengineers.com